



*African American Soldiers in the Great War*  
**Handout 2 of 2**  
**by Matthew Margis**  
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## **General Information: National Archives Still Pictures Branch**

### **Word done in the Still Pictures Branch**

- Accessioning
- Assessment
- Preservation Actions
- Description
- Housing
- Storage

### **Preservation Actions**

- Re-housing
- Cool Storage for black and white photographs
- Cold Storage for negatives and color images
- Reproduction copies of damaged or delicate photographs

### **Still Pictures Reference**

- Pulls for Researchers
- Reference Staff
- High Resolution Scans
- Answers to Queries
- [stillpix@nara.gov](mailto:stillpix@nara.gov)

### **To Request Information:**

**Mail:** Still Picture Reference (NWCS-Stills Reference) Room 5360  
National Archives at College Park  
8601 Adelphi Road  
College Park, MD 20740-6001

**Telephone:** 301-837-0561

**FAX:** 301-837-3621

**E-mail:** [stillpix@nara.gov](mailto:stillpix@nara.gov)

(Please include a complete postal mailing address and a daytime phone number in your e-mail)

### **Factors to Consider**

- Photograph Age and Condition
- Photograph Process
  - Color or B/W
  - Type of Development
  - Gelatin Silver or Collodion
- Color Decay
- Anticipated Use

### **How to Cite Records when Ordering Reproductions**

- Record Group Number
- Series
- Box, Folder, and/or Divider Designator where Relevant
- Unique Item Number
  - Ex=165-WW-328H-1
  - Ex=111-SC-000449
- Complete Citations can be obtained through:
  - On-site work in the Still Picture Research Room in College Park, MD
  - Inquiries to the Reference Staff
  - Searches in the online catalog
  - Hard-copy sources (for a minority of holdings)